



Job Title: **Student Trainee (Credit Union Examiner)**

Agency: **National Credit Union Administration**

Hiring Organization: **Region 4**

Job Announcement Number: **RIV-15-IP-1471944**

SALARY RANGE: \$25,399.00 to \$54,130.00 / Per Year
OPEN PERIOD: Wednesday, September 16, 2015 to Tuesday, October 6, 2015
SERIES & GRADE: CU-0599-04/07
POSITION INFORMATION: Multiple Schedules - Internships
PROMOTION POTENTIAL: 07
DUTY LOCATIONS: 1 vacancy in the following location(s):
Denver, CO
Houston, TX
WHO MAY APPLY: Student/Internship Program Eligibles
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: No
JOB SUMMARY:

The ideal candidate for this position is someone who is currently pursuing a degree in accounting, business, business administration, economics, finance; marketing; or other directly related business field; is skilled in using information systems and technology; preparing written communications; and possesses good interpersonal skills.

Work schedule may be full-time, part-time or intermittent aligned with the student's school schedule and credit union exams/training.

This is a Pathways Intern Program position with the NCUA. If you are selected, you will be placed in a dynamic developmental program with the potential to lead to a civil service career in the Federal Government.

NCUA has been selected as one of the "Best Places to Work in the Federal Government", ranking 7th when compared to similarly sized organizations. Particularly noteworthy, NCUA excelled in the areas of effective leadership, employee skills - mission match, training and development, diversity and performance-based results. Apply now to become part of one of the Federal Government's "Best Places to Work".

Invest in your nation's future, make a difference in your community...gain from the experience. At the National Credit Union Administration (NCUA) you are not just a number, working to make quotas or improve the bottom line, you have the opportunity to make a difference. NCUA is the federal agency that charters and supervises federal credit unions and insures savings in federal and most state-chartered credit unions across the country through the National Credit Union Share Insurance Fund (NCUSIF), a federal fund backed by the full faith and credit of the United States Government. To learn more about NCUA's structure, diversity, and history click on the following links:

[NCUA Structure](#)
[NCUA Diversity](#)
[NCUA History](#)

More than one position may be filled through this vacancy announcement.

TRAVEL REQUIRED

- Occasional Travel
- Travel is required to visit assigned credit unions in the geographic area. In addition, travel is required to participate in regional team examinations, training events, and conferences.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen
 - A trial period is required
 - You will be required to sign Pathways Intern Program Participant Agreement
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DUTIES:

Serves in a developmental position with assignments/training directed toward providing the capability of eventually performing the full scope of Credit Union Examiner duties. Performs assignments under the general guidance of the On-the-Job Trainer (OJT)/higher-level Credit Union Examiner. On the job training and duties include:

- Assisting in planning, conducting, and completing examinations of federally chartered and federally insured credit unions;
 - Analyzing credit union data to determine financial soundness, ensuring compliance with laws and regulations and identifying potential areas of risk to the National Credit Union Share Insurance Fund (NCUSIF);
 - Preparing written reports pertaining to analysis of credit union's current and potential condition; and
 - Reviewing call reports from credit unions.
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QUALIFICATIONS REQUIRED:

To qualify at the grade CU-04, applicants must have:

EDUCATION: Completion of at least two full academic years of post-high school study leading a Bachelor's or higher degree or an associate's degree in Economics, Accounting, Business, Business Administration, Finance, Marketing, or other directly related business field. This education must have included the following: 1) Three semester hours of course work in Accounting; and 2) a grade-point average of 3.25 or higher out of a possible 4.0, based on the average of the completed courses.

To qualify at the grade CU-05, applicants must have:

EDUCATION: Completion of at least three full academic years of post-high school study leading to a Bachelor's or higher degree in Economics, Accounting, Business, Business Administration, Finance, Marketing, or other directly related business field. This education must have included the following: 1) Three semester hours of course work in Accounting; and 2) a grade-point average of 3.25 or higher out of a possible 4.0, based on the average of the completed courses.

To qualify at the grade CU-07, applicants must have:

EDUCATION:

A) Completion of a full four academic years of post-high school study leading to a Bachelor's degree or higher degree in Economics, Accounting, Business, Business Administration, Finance, Marketing, or other directly related business field. This education must have included the following: 1) Six semester hours of course work in Accounting, and 3 semester hours in Auditing*; and 2) a grade-point average of 3.25 or higher out of a possible 4.0.

OR

B) Completion of at least one full academic year of graduate level education in Economics, Accounting, Business, Business Administration, Finance, Marketing, or other directly related business field. This education must have included the following: 1) Six semester hours of course work in Accounting, and 3 semester hours in Auditing*; and 2) a grade-point average of 3.25 or higher out of a possible 4.0.

*NOTE: Alternative Method To Meet Auditing Experience Requirement: For applicants who do not possess the required auditing experience/education, NCUA will allow applicants an opportunity to complete the 3 Semester Hours of course work in Introductory Auditing (or equivalent course). This auditing course must provide instruction in the fundamental auditing concepts such as internal controls, separation of duties, independence of judgment, and verification of accounts; awareness of Generally Accepted Auditing Standards. The NCUA agrees to fund this course, if needed.

All education must be achieved by an accredited institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, applicants must report only attendance and/or degrees received from schools by [accredited institutions](#) recognized by the U.S. Department of Education. Applicants may verify accreditation at the following website: [Accreditation](#).

FOREIGN EDUCATION: Education completed outside of the United States must be deemed equivalent to that gained in accredited U.S. education programs to be acceptable for Federal employment. For graduates of foreign universities, an evaluation of all course work from an organization recognized as specializing in interpretation of credentials is

required. The absence of this information will result in an ineligible rating.

All qualification and eligibility requirements must be met by the time of the appointment of the candidate to the student trainee position.

INTERNSHIP PROGRAM ELIGIBILITY REQUIREMENTS:

To be eligible for the Pathways Intern Program, the individual must have been accepted for enrollment or be enrolled and seeking a degree in a qualifying educational institution on a full or half -time basis ("half-time" is defined by the educational institution in which the student is enrolled). Qualifying education institutions include: 2- or 4-year college or university; a graduate or professional school; or post-secondary home-school curriculum. Proof of enrollment is required.

PROGRAM COMPLETION AND CONVERSION TO THE COMPETITIVE SERVICE:

NCUA may convert an Intern noncompetitively from the Internship Program to a term or permanent position in the competitive service. However, conversion is not mandatory or guaranteed. To be eligible for conversion, an Intern must:

- Have completed at least 640 hours of work experience acquired through the Internship program, while enrolled as a full-time or half-time degree-seeking student;
- Have completed educational requirements from a qualifying institution;
- Have received a favorable recommendation by an official of the agency; and
- Meet the qualification requirements for the position to which the Intern will be converted. This includes meeting the Auditing experience requirement.

HOW YOU WILL BE EVALUATED:

Your qualifications will be evaluated on the basis of meeting the education requirement and your level of knowledge, skills, abilities and/or competencies in the following areas:

1. Knowledge of accounting principles and practices;
2. Knowledge of finance principles;
3. Oral communication;
4. Written communication; and
5. Time management.

Your application package will be reviewed for completeness (resume, completed assessment questionnaire, transcripts and supporting documentation). You will not be considered if you fail to submit all the required documents as outlined in this vacancy announcement. If you meet the qualification requirements, your application will be placed in one of three categories:

Best Qualified – Applicants possessing experience that substantially exceeds the minimum qualifications of the position.

Well Qualified - Applicants possessing experience that exceeds the minimum qualifications.

Qualified - Applicants possessing experience that meets the minimum qualifications.

If you are found Best Qualified, an in-person interview will be conducted, and reference check will be obtained.

Application of Veterans' Preference: The process used to evaluate Internship Program applicants does not add veterans' preference points but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet the minimum qualification requirements and who have a compensable service connected disability of at least 10 percent are placed in the highest quality category (ahead of the non-preference eligibles).

Do not overstate or understate your level of experience and capability. You should be aware that your ratings are subject to evaluation and verification.

BENEFITS:

You can review our benefits at: <http://www.ncua.gov/about/Documents/Careers/NCUABenefitsPackageSummary.pdf>

In addition to the standard benefits offered by Federal agencies, NCUA offers additional benefits to its employees. These benefits, some at minimal cost, are some of the best and most competitive in both the private and public sectors.

OTHER INFORMATION:

If you are selected for this position you will be placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government.

If you are selected for this position at the CU-04, or CU-05, you may be non-competitively promoted to the next level through CU-07 level provided that you have fulfilled the necessary qualification requirements. Promotion is not automatic and is conditional on demonstrated ability to perform the higher grade level duties, a current written performance appraisal rating of "fully successful" or better, fulfillment of the necessary qualification requirements, and sufficient work at the higher grade level position.

SALARY : Pay will be set using NCUA's Compensation policy. The salary range shown is NCUA's National Pay Rate (NPR) which will increase by the geographical rate for the assigned duty station. *Actual salary will be based on hours worked.*

These are the *hourly rates* for each location and grade level:

Denver, CO (includes 29.92% locality pay)

CU-04: \$15.81

CU-05: \$17.40

CU-07: \$21.46

Houston, TX (includes 33.06% locality pay)

CU-04: \$16.19

CU-05: \$17.82

CU-07: \$21.98

SELECTIVE SERVICE: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law. You may register or check status of your registration by visiting the Selective Service website at: <http://www.sss.gov/>

This Student Trainee (Credit Union Examiner) position is in a bargaining unit.

NCUA IS A COMPETITIVE SERVICE AGENCY.

HOW TO APPLY:

Vacancies will be filled in each of the two listed duty locations. Please select only one duty location (your preferred choice) when applying.

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

YOUR APPLICATION AND SUPPORTING DOCUMENTS (i.e. TRANSCRIPTS, CERTIFICATIONS, etc.) MUST BE RECEIVED BY 11:59:59 P.M. EST ON Tuesday, October 06, 2015 TO RECEIVE CONSIDERATION.

To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.

- To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

YOUR RESUME MUST support your responses to the online questionnaire. Failure to provide support may result in a lower rating and/or you may be excluded from consideration.

Faxing Applications or Supporting Documents:

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascover.pdf> and provide the required information. The Vacancy ID is 1471944.
2. Fax your documents to 1-478-757-3144.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on Tuesday, October 06, 2015 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).
2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.
3. If narrative responses are required, provide your responses with question number identified on a separate document or you will not be considered for this vacancy.
4. Fax all six pages of the completed 1203FX form, required narrative responses along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

You will not be considered for this position if you fail to submit all of the above documents.

If you experience technical issues with completing your online application, please email the Application Manager Help Desk at: ApplicationManagerHelpDesk@opm.gov.

REQUIRED DOCUMENTS:

FOR THIS JOB ANNOUNCEMENT THE FOLLOWING SUPPORTING DOCUMENTS ARE REQUIRED (as they apply) AND MUST BE RECEIVED BY THE CLOSE OF THIS ANNOUNCEMENT:

1. RESUME

2. **TRANSCRIPTS:** To be eligible for the Internship Program, you will need to submit a current copy of your unofficial transcripts from an accredited college or university recognized by the U.S. Department of Education. You must submit a legible copy of transcripts or list of college courses with your name, school name, credit or semester hours, major(s), and grade-point average together with an enrollment verification documentation.

Please Note: If applying for the CU-7 grade level, your transcripts must show the date the degree was conferred, or if you have recently graduated and the date the degree is conferred is not yet on your transcript, a letter from your educational institution verifying your degree completion and date (in addition to transcripts) is acceptable. Additionally, if you are applying for the CU-7 grade level based on acceptance to graduate level education, you will need to provide a letter from your educational institution verifying your graduate degree

acceptance/enrollment.

Failure to provide transcripts will result in non-consideration for this position. You will be required to submit a copy of your official college transcript if you are selected.

3. VETERANS' PREFERENCE DOCUMENTS (if claiming veteran's preference):

- For 5-Point Preference: DD 214 (Member 4 Copy) or if you are currently active duty: an official statement of service from your command.
- For 10-Point Preference: DD-214 (Member 4 Copy), VA letter and [SF-15](#) .

PLEASE NOTE: You have three options for submitting your documentation: (1) you can upload documents from your USAJOBS account; (2) upload documents from your personal computer; (3) or fax documents. Please follow the system prompts to submit your documents. Not all documents will apply to you and you only need to submit those that are applicable to your situation.

AGENCY CONTACT INFO:

Pavla Decoteau
Phone: (703)518-6490
Email: PDECOTEAU@NCUA.GOV

Agency Information:
National Credit Union
Administration
1775 Duke Street
Third Floor
Alexandria, VA
22314

WHAT TO EXPECT NEXT:

You will receive an email that your resume has been received from the USAJOBS website. You can check the status of your application by logging back into your USAJOBS account.

Control Number: 415244500

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